



Ivana Karić

Translator

PERSONAL DETAILS:

Ivana Karić
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EDUCATION:

M.A, Faculty of Philology, University of Belgrade,
Department of Oriental Languages, Arabic Language and
Literature
(**Arabic and English language**)

TRAINING:

Certificate of Proficiency in English

WORK EXPERIENCE:

2009 – present date 2009	Business Contact Centre Agent at Vip Mobile d.o.o. Cooperation on the TED Open Translation Project – TED talk - Serbo-Croatian subtitle http://www.ted.com/talks/chris_abani_muses_on_humaniy.html
2006 – 2009	Employed as a translator (Serbian into English and vice versa) at Kliping d.o.o (www.kliping.rs).
2006 – present date	Cooperation with a translation agency Alkemist (www.alkemist.si). Translation and proofreading of user manuals and automotive industry advertisements.
2005 – 2007	Cooperation with Simi d.o.o. Translations of instruction manuals for construction equipment (English into Serbian).
2004 – 2006	Freelance translations. Fields of expertise: energy and alternative energy, industry, tourism, geography, history, psychology, household appliances.
2002 – 2004	Hotel Hyatt Regency Beograd, Guest Service Officer - Communication Centre
1995 – 2002	Worked as an administrative assistant in a real-estate agency, a salesperson

TRANSLATED BOOKS:

Buda, a Story of Enlightenment, by Deepak Chopra, from English into Serbian language (published by Logos-Art)

Maximize Your Potential Through the Power of Your Subconscious Mind for an Enriched Life, by Joseph Murphy, from English into Serbian language (published by Familet)

Maximize Your Potential through the Power of Your Subconscious Mind for Health and Vitality, by Joseph Murphy, from English into Serbian language (published by Familet)

Do Cats Have Belly Buttons, by Paul Heiney, from English into Serbian language (published by Logos-Art)

FOREIGN LANGUAGES:

English (fluent)

Arabic (elementary level)

French (elementary level)

COMPUTER SKILLS:

Word, Excel, Internet, Power Point, html

LETTERS OF REFERENCE:

Available on request

PROFILE:

I am very diligent and well organized. I am a fast learner and therefore able to improve my skills as well as to learn new ones. Capable of working in a team as well as individually. I bring enthusiasm to my work.